



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

GRANTS ADMINISTRATOR

Job Number: 20001840

Job Code: 96330V160916

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 09/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers and implements approved financial agreements with third parties for the provision of program services and/or develops and reviews grant applications. Monitors compliance with grant agreement guidelines; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of research or administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Research, administrative or clerical experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers the implementation of approved grants. Meets with potentially eligible grantees to make them aware of available programs and requirements. Provides technical assistance to officials in the development of grant applications. Negotiates with third parties for the provision of program services and develops contracts therefore. Reviews grants/contracts for compliance with laws, regulations, and program policies, and makes recommendations to agency management for the approval thereof. Develops and recommends policies and procedures for grant/contract monitoring and administration. Coordinates and reviews the work of subordinates. Responsible for collection and maintenance of grant/contract compliance data. Writes reports as required by law, regulation, or procedure. Reviews all law, regulation or policy changes which affect existing contracts/grants and provides pertinent information of such changes to grantee/contractor. Recommends appropriate action when evidence indicates grantee/contractor is not complying with the provisions of grant/contract.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.